

# GOVERNMENT OF THE DISTRICT OF COLUMBIA



## MEMORANDUM

**TO:** Adrian M. Fenty, Mayor  
Dan Tangherlini, City Administrator

**FROM:** Kevin Donahue, CapStat Director

**DATE:** November 9, 2007

**SUBJECT:** Action Items from Office of the Attorney General CapStat Session 11.09.07

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On November 9, 2007, Mayor Adrian M. Fenty conducted a **CapStat Accountability Session on the Office of the Attorney General**. This memo identifies specific action items committed to during the session.

### Office of the Attorney General

1. Conduct a review of attorney and staff allocation, and convey to the City Administrator the results of this analysis. It should:
  - a. Identify what work attorneys do vs. management;
  - b. Assess appropriate attorney levels at agencies;
  - c. Assess appropriate attorney levels within OAG divisions;
  - d. Examine attorney vs. support staff allocation.**Deadline: February 2009 budget discussion.**
2. Provide benchmarks of OAG's personnel levels against those of other city and state law offices. **Deadline: February 2009 budget discussion.**

### Office of the Contracting and Procurement

3. Develop plan to eliminate redundancies in the procurement and legal review process. **Jointly with OAG. Deadline: December 14, 2007.**